



RICHMOND POLICE DEPARTMENT GENERAL ORDER

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Chapter 7	Number 14	Effective Date 06/07/10	Review Date 2013
Subject CRIMINAL COMPLAINTS AND INTELLIGENCE INFORMATION		☐ New Order	
References VLEPSC OPR.03.01 CALEA 43.1.1a, 43.1.1b, 43.1.1c, 43.1.1d, 43.1.2 28 Code of Federal Regulations (CFR) – Part 23		☒ Replaces G.O. 7-14 (12/18/09)	
		06/07/10	
Chief of Police or Designee		Date	

I. PURPOSE

The purpose of this Order is to establish the policy and procedure for receiving, processing and investigating criminal intelligence information and criminal complaints regarding organized crime, vice and narcotics.

II. POLICY

It is the policy of the Department to report all information regarding criminal intelligence and to receive, process and investigate all organized crime, vice and narcotic complaints.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. DEFINITION

ORGANIZED CRIME – The unlawful activities of a group or operation run as an organized association most commonly for the purpose of generating monetary profit. Criminal organizations may include terrorist groups, street gangs, secret societies and illicit networks. Activities may include, but are not limited to, racketeering, bribery, blackmail, human trafficking and illegal drug sales.

V. PROCEDURES

A. Officers may view activity or may receive criminal intelligence and/or information regarding organized crime, vice, narcotics or other complaints demanding investigation. Organized crime, vice, narcotic activities and intelligence matters may include any of the following and ***are typically*** investigated ***by the below noted area(s)***:

1. Corruption – Financial Crimes and Public Integrity Unit;
2. Extortion, bribery, child pornography – Financial Crimes and Public Integrity Unit;
3. Illegal sale and distribution of liquor, tobacco, firearms or controlled substances – Special Investigations Division (SID);
4. Prostitution, gambling, theft/fencing rings – SID;
5. Loan-sharking or labor racketeering – Financial Crimes and Public Integrity Unit; and,
6. Terrorism, subversive activities or civil disorders – Homeland Security/Criminal Intelligence Unit (HS/CI).

NOTE: Any officer that comes in contact with a confirmed or suspected individual on the Terrorism Watch-List, shall immediately contact the HS/CI Unit and must complete a Criminal Intelligence Submission Form (PD-141). Officers may receive the information via an NCIC (National Criminal Information Center) check.

B. Information Referral:

1. Officers shall complete a PD-141 and any supporting reports, including his/her Field Interview Report, Field Contact Report (PD-54), case notes, Post-Arrest Debriefing Report and/or an Incident Based Report (IBR), and forward all documentation to the HS/CI Unit.
2. The following information shall be included on the PD-141 and forwarded to the Officer-in-Charge of the HS/CI Unit who shall disseminate the following information to the appropriate division:
 - a) The type of illegal/suspected activity, location, names and addresses of suspects involved, and information concerning the activities.
 - b) Indication of a name, address and telephone number of the complainant, if available. If this information is confidential it shall not be included; however, a statement that the information is confidential along with the informing officer's name, unit number, telephone or pager number shall be included.
3. Incidents involving corruption, extortion, bribery or other incidents that may compromise the integrity of the Department or City government shall be forwarded through channels to the Chief of Police. If an officer believes that the information could be compromised, he/she may forward it directly to the Major of the Office of Professional Responsibility.

4. The OIC of the HS/CI unit or designee shall be responsible for forthwith advising the Chief of Police of any significant operations involving criminal complaints or intelligence information. The process can be written or oral; however, the HS/CI Unit shall periodically submit written activity summary reports to the Chief of Police.
- C. Other than street-level enforcement, the initial reporting officer shall conduct no preliminary or follow-up investigation. The officer shall first contact the on-duty supervisor to determine if immediate follow-up, i.e. calling a detective out from home, is warranted. If the information is not volatile, it shall be included on the Incident-Based Report (IBR) to the appropriate division.
- D. The Officer-in-Charge of the SID or designee as well as the Officer-in-Charge of the HS/CI Unit or designee shall confer with appropriate state, federal or local law enforcement agencies on all matters concerning vice and narcotics matters, when appropriate.
- E. Data Reporting (CrimeNTel and Problem-Oriented Policing [POP]):
 1. The HS/CI Unit shall ensure that information extracted from criminal complaints, intelligence information and supporting documentation is forwarded for entry into the CrimeNTel database to the SID crime analyst and is in compliance with federal regulations (28 C.F.R. – Part 23).
 2. Only authorized personnel may access CrimeNTel.
 3. The POP module has been developed and shall be used solely for the purpose of tracking specific criminal complaints including citizen complaints involving community issues such drugs, homelessness, environmental blight, etc.
 4. Only authorized Department members shall have updating rights to the POP module including assigned crime analysts, systems analysts and the SID sergeant responsible for assigning complaints to officers or detectives in the precincts, Narcotics and/or Focus Management Team. All supervisors shall have view rights.

NOTE: Officers shall be aware that information stored in the CrimeNTel database may not be verifiable, may not be used in court and may not be released to the public.

VI. FORMS

- A. PD-54, Field Contact Report;
- B. PD-141, Criminal Intelligence Submission Form;
- C. Field Interview Report;
- D. Post-Arrest Debriefing Report; and,
- E. Incident Based Report.